

Format and minor grammatical changes have been made to all pages included in this revision package. Revision bars are not inserted for format changes, non-substantial technical changes, and fully rewritten chapters. Revision bars appear on the right sides of all pages. Vertical (addition) bars indicate added and rewritten matter, and horizontal (deletion) bars indicate deleted matter.

NOTE: SAM is currently being reviewed and revised from the front to the back. We realize this will take a few years but with patience and fortitude it will happen. Therefore, you will see SAM Sections marked as “Reviewed” and the reviewed date in the “Revised” sections of SAM. Example: (Reviewed 9/04)

| ITEM                                    | SUMMARY  |
|---|--|
| <b>SUBJECT INDEX</b>                    | <b><u>Subject Index</u></b> , Section 1300 reviewed or revised, re-titles section 8580.4 <i>Terminated Employees</i> to <i>Employee Separations</i> .  |
| <b>Section 0030</b>                     | <b><u>0030 SAM Publications and Contacts</u></b> , sections 0700-0750 & 0753—780 new contact.  |
| <b>Section 0754</b>                     | <b><u>0754 Reimbursement for use of privately-owned automobiles</u></b> , reimbursement rates updated to current rates.  |
| <b>Chapter 1300</b>                     | <b><u>Chapter 1300</u></b> , revisions to Chapter 1300 are necessary to reflect the existing organization and correct addresses and telephone numbers.                                       |
| <b>Sections 4841.3</b>                  | <b><u>4841.3 Classification of Information</u></b> , rewrite significantly expanded classification criteria consistent with current state and federal privacy protection laws.               |
| <b>Sections 4989.1, .2, .3, &amp;.4</b> | <b><u>4989.1, .2, .3, &amp;.4, SAM Information Technology</u></b> , still refer to <i>Workgroup Computer Policy</i> , changed to correct header <i>Desktop and Mobile Computing Policy</i> . |
| <b>7600 Section</b>                     | <b><u>7600 Index and Section 7605-10</u></b> , revised formatting, updated title of section heading, descriptions & information, and added new general ledger references.                    |
| <b>7620 Section</b>                     | <b><u>7620 Index and Section 7620-27</u></b> , revised formatting, updated descriptions, references, and added a general ledger code.  |
| <b>7630 Index</b>                       | <b><u>7630 Index, Section 7630-80</u></b> , revised formatting, updated descriptions, references, and added general ledger codes.  |
| <b>8500 Index</b>                       | <b><u>8500 Index, Section 8580.4</u></b> , <i>Terminated Employees</i> re-titled to <i>Employee Separations</i> .  |
| <b>Section 8580.4</b>                   | <b><u>8580.4</u></b> , <i>Terminated Employees</i> re-titled to <i>Employee Separations</i> and clarifies the procedures for processing final warrants of separating employees.              |
| <b>Section 8776.7</b>                   | <b><u>8776.7 Employee Accounts Receivable</u></b> , clarifies the amounts that will be withheld from an employee’s final separation pay.   |
| <b>Chapter 10400</b>                    | <b><u>10400 Index, Section 10475</u></b> , revised formatting, added new sections, and updated descriptions.   |

## REVISION SEQUENCE INSTRUCTIONS

The SAM is undergoing a format transition. Therefore, page numbers are either at the center bottom or upper right corner of the page.

| <u>Remove Page (s)</u>                     | <u>Consecutive<br/>Number of<br/>Sheets</u> | <u>Insert Page (s)</u>            | <u>Consecutive<br/>Number of<br/>Sheets</u> |
|--|---|-----------------------------------|---|
| SUBJECT INDEX                              | 19  | SAME                              | 19  |
| Page 0030                                  | 3   | SAME                              | 3   |
| Page 0754                                  | 1   | SAME                              | 1   |
| Chapter 1300                               | 15  | SAME                              | 15  |
| Page 4841.2 (Cont. 2)                      | 1   | SAME                              | 1   |
| Pages 4989 through 4989.3 (Cont. 1)        | 2   | SAME                              | 2   |
| 7600 Index and Sections 7605-10 (Cont. 21) | 13  | 7600 Index through 7610 (Cont. 7) | 6   |
| 7620 Index through Section 7627 (Cont. 2)  | 9   | 7620 Index through 7627 (Cont. 2) | 9   |
| 7630 Index through 7680 (Cont. 1)          | 9   | 7630 Index through 7680 (Cont. 2) | 10  |
| 8500 INDEX                                 | 1   | SAME                              | 1   |
| Page 8580.4                                | 1   | SAME                              | 1   |
| Pages 8776.7 through 8777.1                | 2   | SAME                              | 2   |
| 10400 Index through 10475                  | 23  | SAME                              | 23  |